

## The Group Treasurer's Duties

Following are some general guidelines to help those who offer their service as treasurers for OA meetings in Region 5. The most important aspect of disbursing a group's treasury is an informed group conscience. Groups should discuss the various ways that their money should be spent to meet their responsibilities. In accordance with the 7<sup>th</sup> Tradition all OA groups are to be self-supporting.



A group's responsibilities might include:

- Payment for use of a meeting space
- Payment of liability insurance
- Purchase of envelopes and postage for use by the group
- Purchase of newcomer packets or OA literature
- Babysitting services
- Donations to Region 5 or the World Service Office

A group treasurer's responsibilities might include:

- Knowing what the group's decisions are regarding the group's "bills" and financial responsibilities
- Collecting the 7<sup>th</sup> Tradition at meetings
- Purchasing envelopes and other necessary supplies after receiving the group's permission
- Saving contributions as cash, or placing them in a separate checking account which has been opened for the group. If there are charges for the checking account, they can be passed on as a group expense
- Paying rent for space used by meetings
- At the end of a set period, for instance monthly or quarterly, setting aside the prudent reserve amount (determined by each group conscience) from the total collected, and distributing the remaining funds in

accordance with the group's informed group conscience. Treasurers should also expect receipts for the group's records. The treasurer should have adequate addresses for their intergroup, Region 5 and our WSO (see below).

- Purchasing literature: If the group has a person responsible specifically for making sure literature is available, then the treasurer provides group monies to order materials. For some groups, the treasurer is also responsible for purchase of literature after a group conscience.
- Periodically, the treasurer should make a report of the treasury's status to the group.

Region 5 depends on group donations and profits from the annual Region 5 convention to balance its budget. The World Service Office depends on group and Regional donations and sale of OA literature to balance its budget.

**Region 5 Treasurer**  
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**Indianapolis, IN 46247**

**WSO**  
**PO Box 44020**  
**Rio Rancho, NM 87174**

